
From: Cardarelli, John
Sent: Friday, September 08, 2017 8:17 AM
To: Mason, Steve
Subject: Re: Daily Tip for Relieving Stress # 05

Hi Steve,

I wanted to thank you for these daily tips. It was good confirmation for me to see that I was already incorporating many of the suggestions on my own and I wanted to let you know that I appreciate these. So THANK YOU!

I'm on the ASPECT team and we work very long days in cramped conditions. We all struggle with getting enough sleep and eating healthy but we recognize these limitations and are addressing them. These tips really help! I'm curious if you have a tip for working closely with colleagues over long periods. We have a great team culture on ASPECT, so please don't infer by my question that there is an issue because we have been working as a team for more than 10 years - we get it. However, I've observed that when people deploy to the field for several weeks or more and have not been part of a long-standing team - working closely with new people can be challenging. Perhaps a tip on this topic could be considered for future messages.

Anyway, I look forward to tomorrow's suggestion.
Sincerely,

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From: Mason, Steve
Sent: Friday, September 8, 2017 8:13 AM
Subject: Daily Tip for Relieving Stress # 05

05. Express gratitude. Studies have found expressing gratitude helps reduce anxiety, especially when we're well-rested. So when someone fulfills a request from you, make sure you thank them for the effort. But there are other times when we don't think about saying "thanks," which is appropriate or can actually defuse others... When you're receiving a compliment; When you're running late (thank others for being patient); When you're comforting someone (for sharing what they're going through); When you're receiving helpful feedback; When you're receiving unfair criticism (this will many times stop them from continuing); When someone gives you unsolicited advice (also helps to stop them); and When you're not sure if you should thank someone. And if you ever need to just talk, give me a call... 214-789-1871...

04. De-clutter the brain. Physical clutter = mental clutter. A messy workspace can make it more difficult to relax and make it seem like our work is never-ending. So take a few minutes every day or so to tidy up the work area, and then make a habit of keeping things clean and anxiety-free. If you no longer need a document, file it

with the Documentation Unit to help clear off your desk or table. It'll help us think rationally, and there won't be as much room for anxiety.

03 – Turn it Off. Research reveals that people who use electronic devices (television, phones, tablets, etc.) up to the minute they go to bed are sacrificing a more restful sleep. The visual stimulation to your brain takes a while to wind down. So, to get more rest, turn off that stimulation at least 30 minutes before you try to go to sleep. Instead, open up a fiction book that you have wanted to read, and read a chapter or two until you are ready to close your eyes. And bad news, ebook devices are just as bad as the TV or laptop. So break out the old but trusty paper book. And while it is simple, and may sound silly, if you had a favorite comic strip when you were younger (Garfield, Bloom County, Peanuts), go to a book store and find a compilation of those to re-discover. Not only may they bring a smile before bed, they may even trigger fond memories of your childhood!

02 - Smile. I am sure all of us will sooner or later will get down from the long hours, stress, being away from home, etc. When work has got you down, it's a good idea to take a quick break to relieve stress by finding the humor in your life. Research suggests that laughter can reduce symptoms of depression and anxiety, so consider checking out a funny clip on the internet, remembering your favorite joke, or simply think of funny things that may have happened in past incidents, to help relieve the stress.

01 - Get enough sleep. OK, don't laugh... I know how hard this can be. But, inconsistent sleep can have some serious consequences. Not only does it affect our physical health, but lack of sleep can also contribute to overall anxiety and stress. And sometimes it turns into a vicious cycle, since anxiety often leads to disruptions in sleep. Especially when feeling anxious, try to get a few more minutes of sleep. If it is possible, when exhausted, try to just take a quick 15 minute nap somewhere.

With Regards, Steve



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"Frequently, my thoughts get bored and walk down to my mouth. Often, this is a bad thing."